

**DIVISION of Facilities Management
and Property Services**

Ashlie Lancaster, Director
1200 Senate Street, 6th Floor
Columbia, SC 29201
803.737-3880
803.737.0592 Fax

February 18, 2020

Dear Property Owner or Agent:

The State of South Carolina is seeking Office space in Greenville County. Attached is a summary of specifications and lease criteria. You are invited to submit a proposal to lease property to the State which may meet the criteria.

All proposals must be received by the Department of Administration, Real Property Services on or before **4:00 PM, March 17, 2020**.

The agency and Real Property Services will determine which proposal best suits the agency's needs. After the deadline, we will review all proposals submitted. Should your proposal be of interest, you will be contacted to schedule a meeting and view the property.

All inquiries regarding this lease solicitation should be directed to Real Property Services via e-mail at RPS@admin.sc.gov.

To be eligible to submit a proposal, a property owner or agent must have submitted to Real Property Services a receipt and acknowledgment of S.C. Code of Laws, 1976, as amended, §§1-11-55, 1-11-56, and 1-11-65 and SC Code of Regulations §19-447.1000. If you have not done so and wish to respond with a proposal, you may download the applicable form from our website at: https://admin.sc.gov/real_property/forms.

Sincerely,

Real Property Services



**REQUEST FOR LEASE PROPOSAL FOR
SOUTH CAROLINA DEPARTMENT OF MOTOR VEHICLES (DMV)**

OFFICE SPACE IN GREENVILLE COUNTY

No lease agreement with the State is final without the approval of designated authorities as governed by South Carolina law. Real Property Services reserves the right to negotiate lease terms with submitting parties until such final approval is granted. State law prohibits any party participating in this solicitation process from making direct contact with the agency seeking space until a final lease has been approved. All correspondence should be directed to Real Property Services. Prior to lease negotiation, Landlord must provide a list of all partners or members where Landlord is an LLC or partnership (to include all tiers so that individuals are named).

Properties selected for site visits will be chosen based on a cost analysis of the submitted proposals, the responsiveness of the proposals to the stated requirements, and the space efficiency of proposed floor plans submitted; therefore, best proposals should be submitted initially.

LEASE CRITERIA – South Carolina Department of Motor Vehicles

- Location: Greenville County
- Expected occupancy date: As soon as possible
- Total space needed is approximately 8,600 rentable square feet +/- depending on circulation and common area factor. Please include both rentable and usable square feet in proposal and include the common area factor (%).
- Ideal set up should include, but is not limited to:
- Personnel Areas:
 - 4 private offices of approximately 120 square feet each
 - 28 service counters of approximately 48 square feet each (Service Counters to be provided by agency)
- Special Support Areas:
 - An open floor area of approximately 3,800 square feet for a main reception area to accommodate up to 28 people
- Standard Support Areas:
 - 1 beverage alcove (6 linear feet of cabinet with U.C refrigerator, sink and microwave) of approximately 24 square feet
 - 1 large break room of approximately 200 square feet to accommodate 8-10 people at one time
 - 1 print alcove with 8 linear feet of upper and lower cabinets for supply storage and printer, of approximately 40 square feet
 - 1 copy/print/supply room of approximately 120 square feet to accommodate a dedicated floor mounted printer and storage
 - 1 IT closet of approximately 40 square feet to accommodate wall mounted racks
 - 1 storage closet of approximately 50 square feet
 - 1 medium storage room of approximately 180 square feet



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- 1 medium-sized conference room of approximately 250 square feet to accommodate 6-8 people at a time
- Space must be ADA compliant. Landlord is responsible for all costs associated with ADA compliance.
- Cabling must be certified to CAT-6 standards, with all terminations by the Landlord. All internet connections, phone/data connections, electrical and other outlets to be provided by the Landlord throughout the space as specified by Agency.
- 65 parking spaces are desired. State availability of reserved parking and 3 handicapped spaces.
- Space needed to accommodate conducting road and parallel parking tests
- Parking lot must be paved and lighted.
- Term: Please provide proposed rates for a minimum of 5, 7 and 10-year term.
- Proposals that require reimbursement of tenant improvement costs upon an early termination are not preferred and may be eliminated from consideration.
- Proposals should be for a GROSS lease to include all operating expenses, including utilities, janitorial services and supplies, grounds maintenance, repairs, taxes, insurance, general building maintenance, building equipment maintenance, electrical systems maintenance, HVAC maintenance, plumbing maintenance and any other service necessary to maintain and operate all building and site improvements.
- Proposals that require the pass-through of any increases in operating expenses above the amount included in the rent rate are not preferred and may be eliminated from consideration.
- Eternal signage and internal directory should list South Carolina Department of Motor Vehicles. Proposal should provide any special signage requirements.

MINIMUM STATE REQUIREMENTS

- **Standard State lease must be used – a copy is available on our website at: https://admin.sc.gov/real_property/forms or can be provided upon request.**
- Property must be barrier free, hazard free and smoke free.
- Property must meet zoning requirements for proposed use.
- Economical and efficient space utilization.

PROPOSAL DUE DATE AND REMITTANCE INSTRUCTIONS:

- Proposals must be received by the Real Property Services by **4:00 PM, March 11, 2020.**
- All proposals must be in writing and may be submitted by mail or e-mail. (It is agent's responsibility to ensure receipt).
- Proposals should specify floor usable and rentable square feet (if applicable) and must be calculated according to the ANSI/BOMA-Z65.1-1996 standard.
- Please attach a proposed floor plan.





Henry McMaster, Governor
Marcia S. Adams, Executive Director

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CONTACT INFORMATION

All information and questions should be directed to the following division – no direct contact can be made with South Carolina Department of Motor Vehicles. Direct contact can be cause for automatic disqualification.

RETURN PROPOSALS AND DIRECT ALL QUESTIONS TO:

DEPARTMENT OF ADMINISTRATION
REAL PROPERTY SERVICES
1200 SENATE STREET, 6th Floor
COLUMBIA, SC 29201
PHONE: 803-737-1617 or 803-737-0644; FAX: 803-737-0592
EMAIL: RPS@admin.sc.gov

